

CITY OF CAVE SPRINGS, BENTON COUNTY, ARKANSAS
AN ORDINANCE AMENDING AND IDENTIFYING THE DUTIES
AND REQUIREMENTS OF THE OFFICE OF THE CITY
RECORDER-TREASURER FOR THE CITY OF CAVE SPRINGS;
AND DECLARING AN EMERGENCY

WHEREAS, in October of 2015 the office of City Recorder-Treasurer was created; and

WHEREAS, A.C.A. §14-44-109(b) provide that the office of the City Treasurer shall have such powers, and perform such duties as are prescribed by ordinance; and

WHEREAS, it has come to the attention of the City Council of the City of Cave Springs that the duties of the office of the Recorder-Treasurer of the City must be modified due to the consolidation of the offices and for the proper the financial, business and operations of the City of Cave Springs and to properly comply with the requirements of the Arkansas Municipal Accounting-Law set forth in A.C. A. §14-59-101 et seq.; and

WHEREAS, the City Council of the City of Cave Springs has determined that it would be in the best interests of the citizens of the City to revise and amend the provisions of section 2.12.03 of the Cave Springs Municipal code "Treasurer Duties", The City Council enacts this ordinance to clarify and establish these matters.

NOW THEREFORE, BE IT ENACTED, by the City Council of the City of Cave Springs, as follows:

Section 1. Cave Springs Municipal Code §§2.12.03 C, D and E and adding Section F are hereby amended and added as follows:

C. The City Treasurer shall maintain the accounting records of the City of Cave as prescribed in the Arkansas Municipal Accounting Law at A.C.A. §14-59-101 et seq. Upon effective date of this Ordinance during any vacancy in the office of the City Recorder-Treasurer the duties prescribed in the Arkansas Municipal Accounting Law at A.C.A. §14-59-101 et seq. shall be performed by Mayor of Cave Springs or his designee, until the City

Council shall appoint a qualified person or persons to the office of Recorder-Treasurer and such duties shall be prescribed to that person, person by ordinance of the City Council.

D. All other duties of the Treasurer, not specifically set forth by Arkansas law or by ordinance of the City Council are removed from the office of the City Treasurer. Any such duties removed from the Treasurer shall be performed by the Mayor's designee.

E. The City Treasurer shall be the collector of all taxes and fees due the City, including without limitation all occupation and privilege taxes, and taxes for the City. During any vacancy in the office of Treasurer the City Council assigns to the Mayor or his designee, the authority to keep records on all taxes, fees and moneys collected until such time as the City Council may appoint a person to the office of Treasurer.

F. Additional Specific Duties and responsibilities:

1. Maintains bank statements for each month with cancelled or imaged checks included.
2. Maintains cash receipt books and printers' certificates.
3. Maintains cash receipt and disbursement journals with monthly and year-to-date totals (if you maintain manual records). Transaction records and a detail general ledger should be printed out and retained for every month, if computer records are maintained.
4. Retain check stubs.
5. Maintain details of certificates of deposits including interest rates and renewal dates.
6. Maintains and completes bank reconciliations for each month and deposit slips that indicate the range of receipts on each deposit ticket.
7. Backs up computer files daily and files a copy of all monthly reports.
8. Paid invoices should be filed either alphabetically or preferably by month.
9. Maintains IRS Forms 1099 for interest earned.

10. Maintains individual payroll records
11. Prepares Quarterly payroll reports
12. Maintains W-2's; W-3's; W-4's; 1009's; and PERS records
13. Creates six-month financial statements and proofs of publication
14. Maintains copies of all insurance policies
15. Maintains Copies of all Personnel Policies
16. Assists Mayor in creating budgets
17. Maintains copies of all audit reports
18. Responsible for all accounting activities; maintains general ledgers.
19. Responsible for the receipt of revenues.
20. Manages/approves disbursements for expenses incurred.
21. Responsible for investment activities, including cash management banking and insuring appropriate collateralization of funds.
22. Establishes, maintains, and administers effective internal control practices and procedures.
23. Maintains detailed records related to City's fixed assets.
24. Assists with developing/implementing annual operating budget, financial statement audit, and other budgetary projects.
25. Respond to routine requests for financial information.
26. Attend all meetings of the City Council, Planning Commission, monthly, special or called meetings, and work sessions.

Section 2. Severability Provision. If any paragraph, subdivision, clause, phrase or other provision or portion of this Ordinance shall be adjudged invalid or unconstitutional, the same shall not affect the validity of this Ordinance as a whole, or any part or provision, other than the part so decided to be invalid or unconstitutional and the remaining provisions of this Ordinance shall be construed as if such invalid, or unconstitutional provision or provisions contained herein.

Section 3. Repeal of Conflicting Ordinances and Resolutions. All ordinances, resolutions or of the City Council, or parts of ordinances, resolutions or orders of the City Council in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Declaration of Emergency. It is hereby found and determined that the City of Cave Springs needs set forth and clarify the duties obligations of the Treasurer and thus the City Council has determined that to maintain the efficient and orderly conduct of the City's affairs, such an ordinance is needed. Therefore, an emergency is declared to exist, and act being immediately necessary for the preservation and protection of the public peace, health, safety and welfare of the City and it shall become effective on the date of its passage and approval by the Mayor. If the Ordinance is neither approved nor vetoed by the Mayor, it shall become effective on the expiration of the period of time during which the Mayor may veto this Ordinance. If the Ordinance is vetoed by the Mayor and the Ordinance is overridden by the City Council, it shall become effective on the date the City Council overrides the veto.

PASSED and APPROVED this _____ day of _____, 2016.

APPROVED:

Travis Lee, Mayor

ATTEST:

Kimberly Hutcheson, City Recorder/Treasurer

(SEAL)

